

FUNDING OPPORTUNITY  
NEIGHBORHOOD VIOLENCE PREVENTION PROJECT  
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES  
OFFICE OF PROGRAM DEVELOPMENT AND FUNDING  
REQUEST FOR APPLICATIONS

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**I. Introduction**

New York State is making approximately \$250,000 available to support a violence intervention project in Rockland County, New York. The proposed project will focus on the use of data and best practices to inform strategies intended to reduce violent crime, combining the use of traditional data with technology and a modified approach to street outreach.

**II. Street Outreach Violence Prevention Models**

Traditional street outreach models generally include the following core components:

**1. Street Outreach Workers**

- a. The outreach worker must have a thorough understanding of the community that he will serve.
- b. The outreach worker must be familiar with the gang culture of the target community and have skills to work effectively with high-risk teenagers and young adults.

**2. Credibility with Law Enforcement and Other Agencies**

Programs develop and maintain credibility with local law enforcement and other governmental officials

**3. Training and technical assistance**

Appropriate training and technical assistance is provided by qualified entities.

**III. Rockland County Violence Prevention Model**

Rockland County has sporadic violence spread across a county wide region; the proposed model is being tested for its effectiveness in reducing violence across an area much larger than is typical for neighborhood-based violence prevention models. The project will employ a crime analyst and an outreach worker. The crime analyst will be responsible for monitoring crime or potential violent behavior through a variety of violence indicators that include, but are not limited to, social media sources and data collected by law enforcement, hospitals, schools and other sources of information on violent incidents. The crime analyst should be familiar with new and current social media sources such as blogs, Facebook, photo and video sharing sites, wikis, and podcasting. Social media provides real-time information on what is happening in the community and may provide tips that lead to identification of individuals and situations with the potential for violence.

The crime analyst will send up-to-the-minute information to the project's outreach worker, and will serve as a resource with the ability to gather relevant background information on situations that the outreach worker has discovered.

Using a modified approach to localized street outreach, the outreach worker will work with the crime analyst to identify "hot spots" and situations with the potential to escalate into violence. The Rockland County outreach worker will be expected to be more mobile than the traditional neighborhood-based street outreach worker, collaborating where possible with existing community anti-violence initiatives and resources on approaches that include educational campaigns and community mobilization, and conducting school presentations. While s/he may be expected to provide shooting responses, the focus will be on developing strategies for mediating conflicts and otherwise de-escalating tensions and reducing the incidence of violent crime. The outreach worker is also expected to refer high risk individuals to services while not carrying an active caseload.

#### **IV. Available Funds, Eligibility & Contract Period**

Approximately two hundred and fifty thousand (\$250,000) dollars is available to support a single community violence reduction project in Rockland County, New York. There is no match required for this grant program. Eligible entities are:

- 1) Local government agencies; and
- 2) Not-for-profit entities

Local government applicants **must** partner with a not-for-profit community based partner to collaborate on the project; a signed MOU with that partner detailing the agreed upon collaboration must be included with the application.

DCJS reserves the right to adjust the award amount of the successful application based on reasons that include but are not limited to: cost effectiveness and reasonableness of proposed project budget, demonstrated project need, grantee performance, funding cycles, inconsistent appropriation levels, grantee compliance, and/or exigent circumstances.

Supplanting is not permitted: i.e., these State funds cannot replace or be substituted for federal, state or local funds or other funding sources that would otherwise be spent for a particular project or purpose. The non-supplanting requirement provides that the recipient shall use the funds to increase the amount of resources that would be made available from federal, state or local funds or other funding sources.

#### **Contract Period**

Funds will cover a projected 18 month project period, with the expectation that the first one to three months will be a planning and startup period. Planning activities will include working with DCJS and a research entity ("researcher") to be identified by DCJS, or the researcher's DCJS approved subcontractor, to develop a logic model, plan the project, and set up data collection and reporting systems. Staff hiring and training should be completed during the planning period.

It is anticipated that the project will be fully implemented by the start of Month 4 and fully operational for a minimum of 15 months after the planning/startup period.

The successful applicant will be required to work with the researcher as described above and submit monthly data and narrative reports to DCJS in a format to be identified by DCJS.

## **V. Evaluation Criteria**

Listed below are the multi-tiered criteria that will be used to rate applications and determine the award. DCJS' Executive Deputy Commissioner will make the final decision concerning the funding of a project and the specific award amount.

### **TIER 1 Evaluation:**

Tier 1 will be rated with pass/fail responses. Any application that does not meet each of the following criteria will be immediately disqualified without further review:

1. The complete application, with all required documentation and attachments, is submitted on time. The deadline for applications is **12:00 PM (Noon) on February 28, 2014**
2. The applicant is an eligible agency as described in Section IV.
3. The applicant has fulfilled the prequalification requirements described in Section X.
4. The application is complete, with responses to all items in Section VI and a completed budget in GMS.

### **TIER 2 Evaluation:**

Following Tier 1 evaluation, each qualified application will be read and reviewed independently by a minimum of two reviewers as part of the Tier 2 evaluation. Reviewers may consist of DCJS staff and neutral peer reviewers in the field. The reviewers will evaluate the submissions and score each application according to the scoring criteria addressed in the application questions (Section VI). DCJS may request additional information and/or clarification from applicants as deemed necessary to more fully evaluate the proposals.

The maximum score that can be achieved for meeting application requirements is 100 points. Scores will be averaged across reviewers to establish a list of eligible applicants from highest to lowest average score. The scores will provide a framework for the final review that will follow in Tier 3, and will in no way bind the final determination that will be made as part of the Tier 3 evaluation.

### **Tier 3 Evaluation:**

DCJS will select a single applicant for funding and determine the amount of funding for the project based on scoring, demonstrated capacity to implement the project in accordance with the county-wide violence prevention model described in Section III, and the overall review

process. The final funding decision will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

## **VI. Required Application Content**

Applications must include responses to the questions / requirements outlined in each of the following sections:

1. Executive Summary (10 points)
2. Agency Experience and Qualifications (50 points)
3. Timeline and Deliverables (15 points)
4. Budget Detail and Budget Narrative (25 points)

Each of the following sections appears and must be completed in DCJS's Grants Management System (GMS). (See Section X for more information regarding the submission of applications using GMS.) In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in this Section VI as an attachment to their GMS application.**

### **1. Executive Summary (10 points)**

This section provides a brief overview of the applicant or implementing organization and the proposed project.

Applicants must provide a brief executive summary (not to exceed 300 words) that describes the applicant or implementing organization, highlighting experience which uniquely qualifies it to accomplish the goals of this RFA.

A local government applicant must identify the community organization with whom it is collaborating with the project. An MOU between the local government agency and the not-for-profit should be attached to the GMS application.

### **2. Agency Qualifications and Experience (50 points)**

This section establishes the applicant's capacity for implementing the project. It should reflect the qualifications and experience of the agency that will be primarily responsible for overseeing the project's core activities. If the applicant will contract with an implementing entity, the application should identify that agency and provide the information requested herein for both the applicant and the implementing agency. Please address the following items in this section:

- A. Briefly describe the agency, including its history, mission and main functions.
- B. Provide an explanation of what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below. If the applicant does not have applicable experience in some area, describe a plan

for identifying and engaging partners or consultants that do have the necessary expertise or ability.

1. Describe the agency's experience with hiring, training, managing and retaining staff.
2. Attach copies of the applicant's employee and client drug screening policy or the applicant's timeframe to develop and implement such policy.
3. List and describe the activities of any known existing anti-violence resources in the county. Include coalitions, initiatives, strategies, agencies and programs that are focused on preventing and/ or reducing homicides, non-fatal shootings and other violent crimes. Describe how the proposed project will fit into the current landscape. If the proposed project is to be coordinated with existing community projects, please describe how this will be accomplished.
4. Describe the applicant's work to date with community residents, other community-based organizations and faith-based organizations, emphasizing activities related to relevant topic areas (crime and violence prevention and public health) and activities (outreach, public education, engagement and community organizing). Describe how these relationships and activities will be maintained and expanded in relation to the proposed initiative.
5. What prior experience does the applicant have working with the local police? Please describe its interactions in the last three years with law enforcement. Describe joint projects, if any, and any other work in which the applicant and the police have been involved together.
6. Characterize the applicant's working relationships, if any, with local officials (including, but not limited to, county executive, mayor's office, city council, state assembly members and senators, and congressional representatives).
7. Does the applicant use a Records Management System ("RMS") or database? If yes, note the type of RMS or database being used. If no, describe how accomplishments are currently, or will be, documented and measured for this program. Outline prior experience with data collection, management and reporting.
8. Summarize the applicant's prior experience working with researchers and/or evaluators.
9. Use RFA Attachment 2 (Major Grants) to list any grants the applicant/implementing agency has administered over the past three years, along with funding sources and contact information. If fiscal or program management issues resulted in contract suspension or termination, the applicant must disclose it and provide an explanation in the narrative.
10. Describe the applicant's ties to the community to be served. This section should demonstrate the agency's credibility with the community in the target area specified.

- C. Provide resumes for any staff that have been identified for specific roles on the project.
- D. Identify any collaboration between the applicant and any partners or consultants that are expected to have roles in implementing the project. Include a signed Memoranda of Understanding (“MOUs”), other written agreements and/or letters of support stating the roles and responsibilities of the participant agencies who have agreed to a role in this proposal.
- E. Describe any foreseeable obstacles to achieving the goals of this RFA and how the applicant’s experience prepares it to overcome these obstacles.
- F. Address whether either the applicant, or the implementing entity, is or was the subject of any completed, current, pending or ongoing investigation by any federal, state, or local authority for criminal, civil or regulatory violations, include the current status or outcome, if known.
- G. Applicants must provide letters from local leadership and community organizations that validate both the need for the project and the local support for it. This must include a letter of support from the law enforcement organization in the target area as well as community partners such as public officials, violence prevention groups and relevant service providers. List the contributing supporters in the narrative and attach letters to the project in GMS.

**3. Timeline and Deliverables (15 points)**

Describe the activities the applicant will undertake to implement the project and achieve its goals. It demonstrates the applicant’s thorough understanding of the model and the scope of work involved and establishes a detailed and realistic schedule for tasks required for planning, implementation and operation.

Describe the project timeline, keeping in mind the up to three-month planning/startup period, 15 month operational period and maximum 18-month contract time frame. The timeline should include and project a schedule for the following:

1. Goals and accomplishments of the planning period;
2. Neighborhood-based events for the purpose of public education and community mobilization;
3. Social media monitoring plan using open source data;
4. Achievement of other significant project milestones.

**4. Budget Detail and Budget Narrative (25 points)**

Provide justification for each item to be supported with grant funds. This section appears as two separate sections in GMS, a budget tab and questions to provide a narrative explaining that budget. **Both the budget tab and the narrative must be completed.** However, it will be scored as one section.

**Allowable costs include:** personnel costs which must be indicated in terms of percent of annual salary full-time equivalents (“FTE”) or rate of pay and number of hours for part-time personnel; fringe benefit costs which should either be itemized or budgeted as a percent of salary; and consultant services procured in accordance with state and local guidelines (as outlined in paragraph 11 of Appendix A-1, “Agency-specific Clauses”, for DCJS grant contracts at [http://www.criminaljustice.ny.gov/ofpa/downloadforms/appendixa-1\\_april\\_2013.doc](http://www.criminaljustice.ny.gov/ofpa/downloadforms/appendixa-1_april_2013.doc).)

Additional administrative costs attributable to the project may be specified in the itemized line budget. Administrative costs are limited to 5% of the total project award costs. An indirect cost rate of 10% of the total amount requested for personnel costs only (salary, plus fringe) is allowable only for non-governmental organizations. Indirect costs are not an allowable expense for governmental organizations.

Please address the following items in this section:

*A. Budget Detail*

1. Using the GMS Budget module, provide a comprehensive eighteen -month line item budget including line item justifications for project costs to be supported with requested grant funds. Include the line item budget with the separate attachment to your GMS application containing all application content.
2. Include a clear break down of all costs including salary and fringe benefits. Line items should specify personnel titles and the justification for costs of salary and fringe benefits for each staff person and briefly describe their role in the administration of the project. Start up and planning costs should be clearly indicated in the justification.

*B. Budget Narrative*

Include an 18-month comprehensive budget narrative in response to the budget narrative questions. Budget scoring will include an assessment of reasonableness of cost.

1. Clearly describe how expenditures contribute to the implementation of the project.
2. Include the percent of time for each personnel line in the budget in terms of FTE’s or number of hours and rate of pay for part time employees. Budget scoring will include an assessment of the capacity for projected staff to fulfill project goals and objectives.
3. Indirect costs of up to 10% of grant funds based on personnel salaries and fringe costs are allowable for non-governmental organizations. Explain how you arrived at any indirect cost rate that was included.

### **Program Workplan** (0 points)

In the GMS Workplan module enter “To Be Determined” for your project goal, objective, task and performance measures. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of the award, DCJS staff will then assist the award applicant with developing an appropriate workplan, including project goal, objectives, tasks and performance measures (See Section VIII, “Reports”). Accordingly, there are no points attributable to this component of the application.

### **M/WBE Requirements** (0 points)

The New York State Division of Criminal Justice Services (DCJS) recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority- and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

All DCJS grant contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must submit a M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300), a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301) and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) as instructed in RFA Attachment 1. (Note: Submit as Word and/or Excel document attachments as warranted.)

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet and advise the applicant of DCJS’ acceptance once an award determination is made.

There are no points attributable to this component of the application.

## **VII. Timetable**

**Applications must be received by 12:00 PM (Noon) on February 28, 2014.** Complete applications, including all required documentation and attachments, received by that date will be considered for review. Applications received after that date and time will be disqualified, and will not be accepted or reviewed.

## **VIII. Administration of Contracts**

DCJS will negotiate and develop a grant contract with the successful applicant (“Grantee”). The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses. In the event that the grantee cannot begin contractual activities within 90

days of contract execution, DCJS reserves the right to rescind the selection and redistribute the grant funds.

### **Contract Approval**

All contracts are subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

### **Contract Period**

DCJS will enter into a contract for a period of 18 months, with two (2) one-year renewal options. DCJS reserves the right to modify the contract period in the best interests of the State.

### **Contract Activities**

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York and the federal government as applicable.

### **Contract Changes**

The Contract resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of the Executive Deputy Commissioner of DCJS in light of a grantee's performance, changes in project conditions, or otherwise.

### **Records**

The Grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

### **Liability**

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project workplan.

### **Reports**

The grantee will be required to work with DCJS or its designee to develop a project workplan that will become part of its contract and will form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's scope of work. It will state the

program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities and estimate achievement of goals and objectives. In addition, DCJS mandates a set of output (process) and outcome (impact) measures that are to be included in the contract.

The grantee will be required to cooperate and collaborate with DCJS and the research partner to be identified by DCJS, to facilitate the development of a logic model and to collect and report the requisite process measures, performance outputs and outcome data.

The grantee shall submit all reports to DCJS in a format and time frame, as specified in the grant contract. Such reports shall include a description of the program efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under the contract must be submitted electronically as directed by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

### **Review**

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

### **Disposition of Allocations**

DCJS reserves the right to reject applications or deny the award based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

### **Revocation of Funds**

Funds awarded to an applicant who does not implement an approved project within 90 days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

### **Standard Contract Provisions**

The contract negotiated as a result of this RFA will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

### **Funding Prohibitions**

Funds awarded may **not** be used for the purchase of firearms or other deadly weapons; payment for school resource officers; private security guard services; out-of state travel unless pre-approved by DCJS; the preparation of project proposals, and indirect costs for governmental entities.

## IX. Approval & Notification of Award

The applicant approved for funding will be advised by DCJS through a letter of notification. Once a project is approved, a contract will then be negotiated.

An applicant whose proposal is not selected for funding will be notified by letter.

### **All notification letters will be sent on or about March 15, 2014**

In the event that DCJS and the successful applicant cannot execute a contract within **ninety days** of notification of selection of the applicant, then DCJS reserves the right to rescind the award and redistribute the funds at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

## X. Application Forms & Requirements

### Application Submission

Applications must be submitted on-line via GMS. **No other format of application will be accepted.** Applicants who do not currently have access to GMS must first submit a GMS Registration Form (See Addendum A). It is strongly suggested that the GMS User Manual be downloaded from the following web address:  
<http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in Section VI as an attachment to their GMS application.**

Persons authorized to execute contracts on behalf of an applicant, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS and for eSignature of the successful grant. The application which results in an award will be processed as an eSignature contract. **Failure of the applicant to have an authorized signatory with eSignature rights will prevent submission of the application and if successful the grantee's contract to be processed through GMS.** Both GMS registration forms can be e-mailed to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) or faxed to (518) 457-1186 and should be submitted at least 7 days prior to submission of the application to allow sufficient time to process your registration.

A simplified set of instructions for submitting the application within GMS can be found in Addendum A.

When accessing GMS to complete an application, click "Project>New," then select *Neighborhood Violence Prevention Project* as the funding program to begin entering your application.

For general questions or for technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518) 457-9787. DCJS assistance with GMS will be available until **12:00 PM (Noon) on February 28, 2014.**

### Vendor Prequalification Requirements for Not-for-profit Applicants

The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) where you can preview the questions and required documents.

**All not-for-profit vendors are required to prequalify prior to grant application. Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this RFA bid competition.**

Following is a summary of the steps that must be undertaken in order for you to prequalify:

- Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System ([https://grantsgateway.ny.gov/IntelliGrants\\_NYSSGG/login2.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSSGG/login2.aspx)) and begin your Prequalification Application.
- Vendors who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the "grantees" section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact DCJS' Office of Program Development and Funding at (518) 457-9787 or post your question to [GrantsReform@Budget.ny.gov](mailto:GrantsReform@Budget.ny.gov), and someone will get back to you quickly with a response.

### Vendor Responsibility

Notwithstanding the not for profit prequalification noted above, State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, DCJS must make an affirmative responsibility determination. The factors to be considered include: legal authority to do

business in New York State; integrity; capacity- both organizational and financial; and previous performance.

Before an award of \$100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. For a complete list, see: [http://www.osc.state.ny.us/vendrep/resources\\_docreq\\_agency.htm](http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm) .

DCJS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or go directly to the VendRep System online at <https://portal.osc.state.ny.us> .

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us) .

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact DCJS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

## **XI. RFA Technical Assistance**

Requests for technical assistance with accessing and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFA may be emailed to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) through **February 7, 2014**. Please reference "Neighborhood Violence Prevention RFA" in the subject line of your email. On **February 14, 2014** DCJS will post answers to the received questions on our website at <http://www.criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners. **The deadline for applications is 12:00 PM (Noon) February 28, 2014.**

## **XII. Final Application Checklist**

Applicants must submit applications electronically through DCJS' Grants Management System (GMS). Please review Section X of the RFA for GMS instructions. Before submitting your application, please ensure that you have:

- Provided responses to the questions outlined in Section VI, "Required Application Content", in the GMS Questions module;

- Provided a Microsoft Word document containing responses to all questions in Section VI as a separate attachment to your GMS application;
- Provided the completed Attachment 2: Major Grants template;
- Attached signed MOUs, other written agreements and/or letters of support for collaborating project partners, local stakeholders and any consultants identified in the application. This should include letters of support from the law enforcement organization in the project target area and identified community partners that will participate in quarterly project meetings;
- Completed a line item budget in the GMS Budget module, including narrative justification for requested items, *and* submitted your budget request with narrative as a separate attachment to the GMS application. See Section VI(4);
- Completed the GMS Workplan module as instructed in Section VI; and
- Completed and attached the Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, and the Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet as instructed in Section VI and RFA Attachment 1.
- Addressed the Vendor Prequalification Requirements for Not-for-Profit Applicants outlined in Section X.

Applications must be submitted by **12:00 PM (Noon) on February 28, 2014**. Late applications will be disqualified, and will not be accepted or reviewed.

## **Addendum A**

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS



NYS Division of Criminal Justice Services  
Alfred E. Smith Building  
80 South Swan Street  
Albany, NY 12210  
Phone: (518) 457-8462  
<http://www.criminaljustice.ny.gov>

## Office of Program Development and Funding

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### GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form – and the attached IRS W-9 form – via email attachment to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

**Please allow 3-5 business days for your Registration Request to be processed.**

Registrant Information (all fields are required):

Agency:  
EIN (Tax ID#):

Registrant:  
Title:

Address:  
Address2: (if applicable)  
City/State:  
Zip:  
Email:  
Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

**NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186. Indicate here that form W-9 has been completed and faxed:**



NYS Division of Criminal Justice Services  
Alfred E. Smith Building  
80 South Swan Street  
Albany, NY 12210  
Phone: (518) 457-8462  
<http://www.criminaljustice.ny.gov>

## Office of Program Development and Funding

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### GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Authorized Signing Official:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

**NOTE:** If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

## Helpful Hints

**First time GMS users should download the GMS User Manual** located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply to DCJS' Neighborhood Violence Prevention Project Request for Proposals as previously described.

### **Getting Started**

Sign on to GMS.

Click "***Project***" to go to project grid. Click the "***New***" button at the top of the project grid. This will take you to a screen that says "***Select a Program Office***" in a drop-down box format. Find and highlight "***Neighborhood Violence Prevention Project***" then click "***Create Project***"

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project, complete the following modules (listed across the top of the screen):

### **General**

Complete the text screens and press save.

### **Participants/Contacts**

Click on "***Add Participant***" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "***Grantee***". Click "***Add***." If there will be a separate Implementing Agency, repeat the process, choosing "***Implementing Agency***" as the Participant Type.

In the event your agency is not listed, click the "***New***" button to add your agency to our database. Please **complete all required information** on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "***Add Contact***" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added **a minimum of three contacts: Primary, Signatory and Fiscal**. In the event that the contact you are

attempting to add does not appear in a search, click the "*New Contact*" button to add the contact to our database.

***Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer to the preceding GMS Signatory Registration form and instructions to register a GMS signatory for your agency.***

### **Budget**

Select the "***Budget***" tab at the top of the application screen. Click on "***Create a new budget for (your agency)***". On the subsequent entry screen, you will choose a budget category to work on from a drop-down list. You may continue to work within a category, or choose a new category at any time. Proceed through the various budget categories to enter your proposed project budget. Please make sure that sufficient justification is provided for each budgeted line item.

If you should need to exit the budget module and return to it later for editing or updating, click the blue "Edit" button to return to the budget screen to input your updates.

### **Workplan**

In the GMS workplan module, enter "To Be Determined" for your Project Goal, Objective, Task and Performance Measure. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program workplan including Project Goal, Objectives, Tasks, and Performance Measures.

Fill in the "***Project Goal***" text box and click "***Save.***"

Click "***Create New Objective***" and fill in the text box and click "***Save***"

Click "***Add Task to this Objective***" and fill in the text box and click "***Save***"

Click "***Add Performance Measure to this Task***" and fill in the text box and click "***Save***".

### **Questions**

For purposes of this RFA, when entering applications into GMS, make sure to answer all required questions.

**Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material. Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.**

## **Acceptance**

Click in the blue lettering anywhere under “*Assurances*.” This will bring you to a list of Certified Assurances. Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “*Certify*” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

***Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the contract signature at a later date.***

## **Attachments**

You may click on “*Attachment*,” and upload the required attachments for this RFA. Note: Follow the instructions in the GMS Users Manual for Attachments; also see screen instructions for accepted file types and advice on file names.

Remember: ***Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, click the “***Submit***” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization's behalf.

## **Attachments**

RFA Attachment 1: M/WBE and EEO Requirement Documents

RFA Attachment 2: Major Grants (Template)